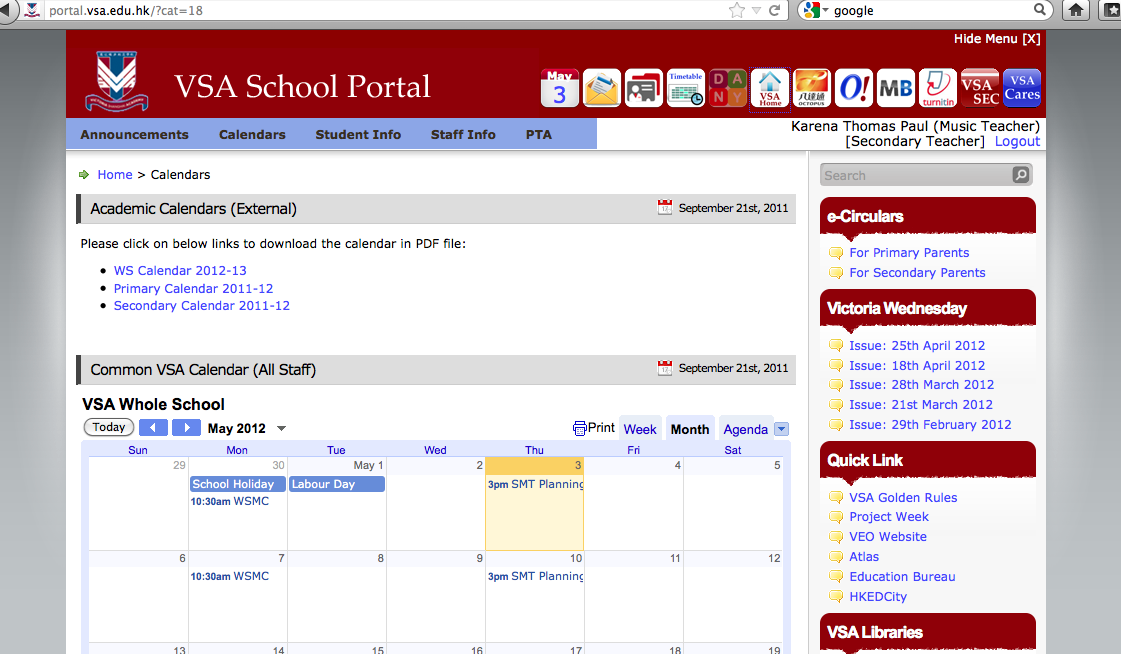
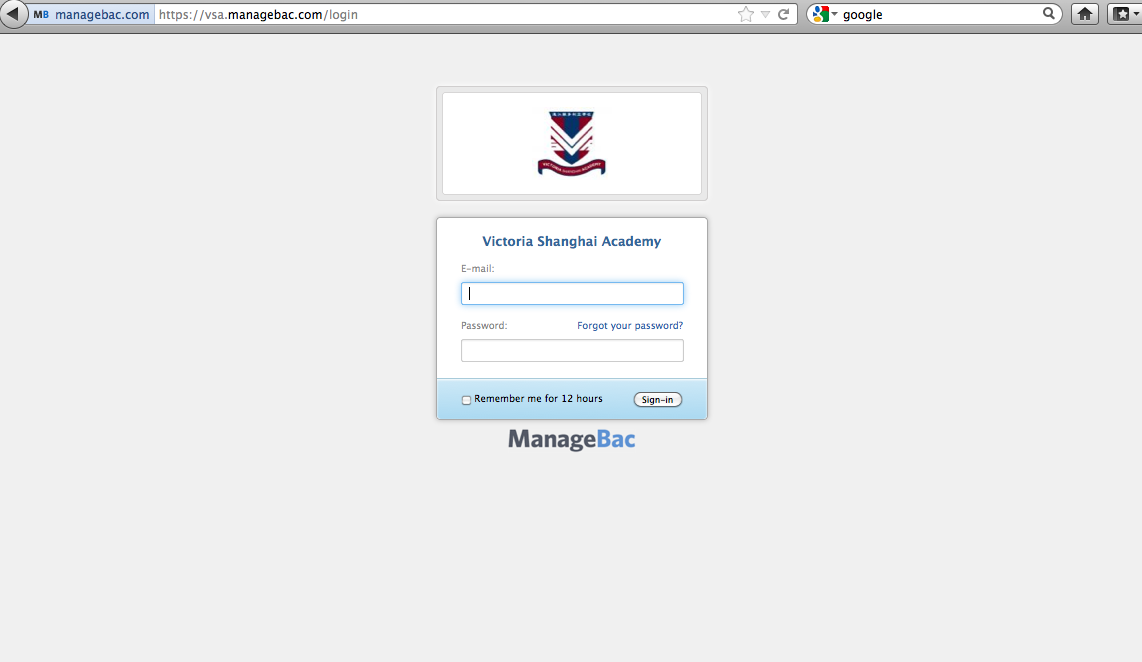
**Year 7 Music**

How to upload your homework assignments to Managebac

**Step One** – go to the VSA Portal Page



**Step Two** – You will arrive at the Managebac log-in page.

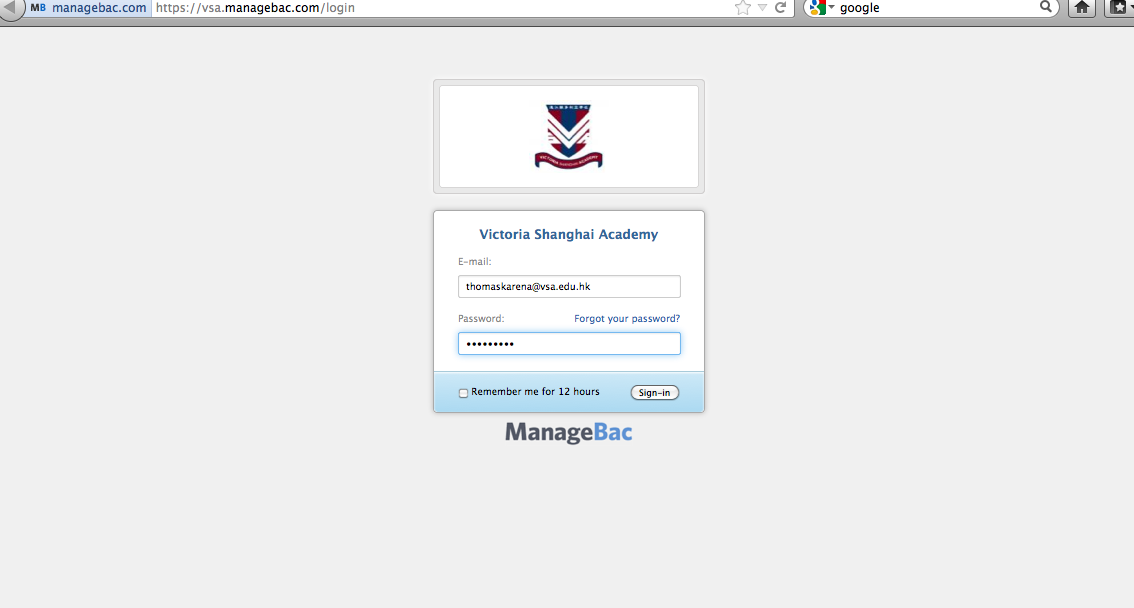


**Step Three:** Logging on to Managebac

You will need to log in using your vsa username

Your password should be your vsa password

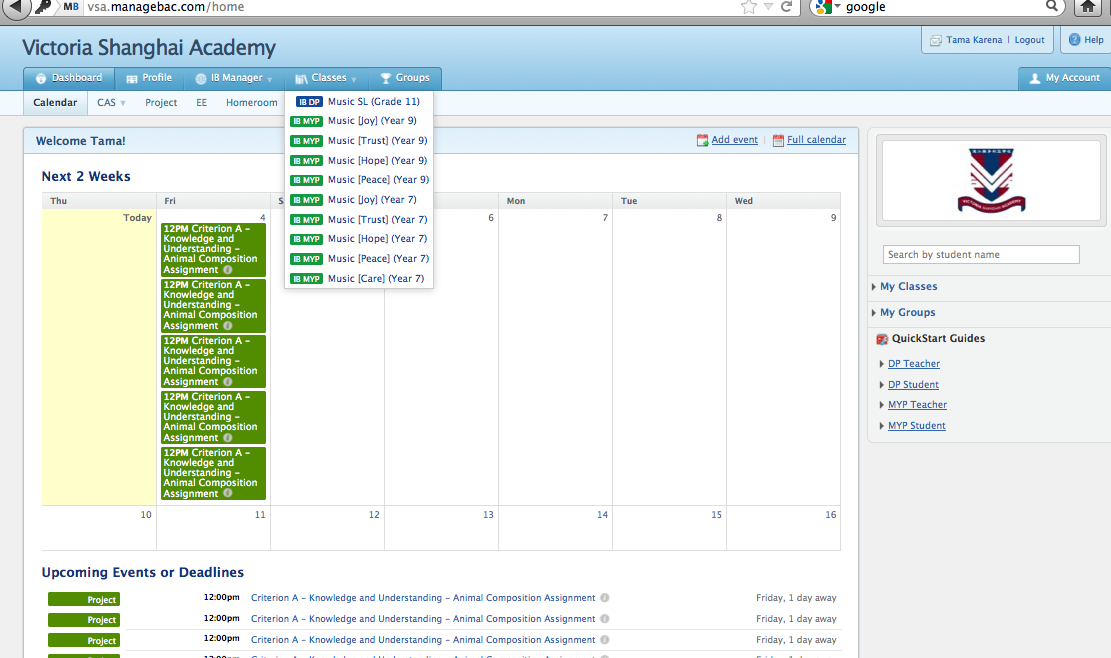
Then click sign-in



**Step Four** – Selecting your class

You may choose one of the following **two** steps:

Choose your class by click on the top menu – This should show all available Year 7 classes. Choose your own class.

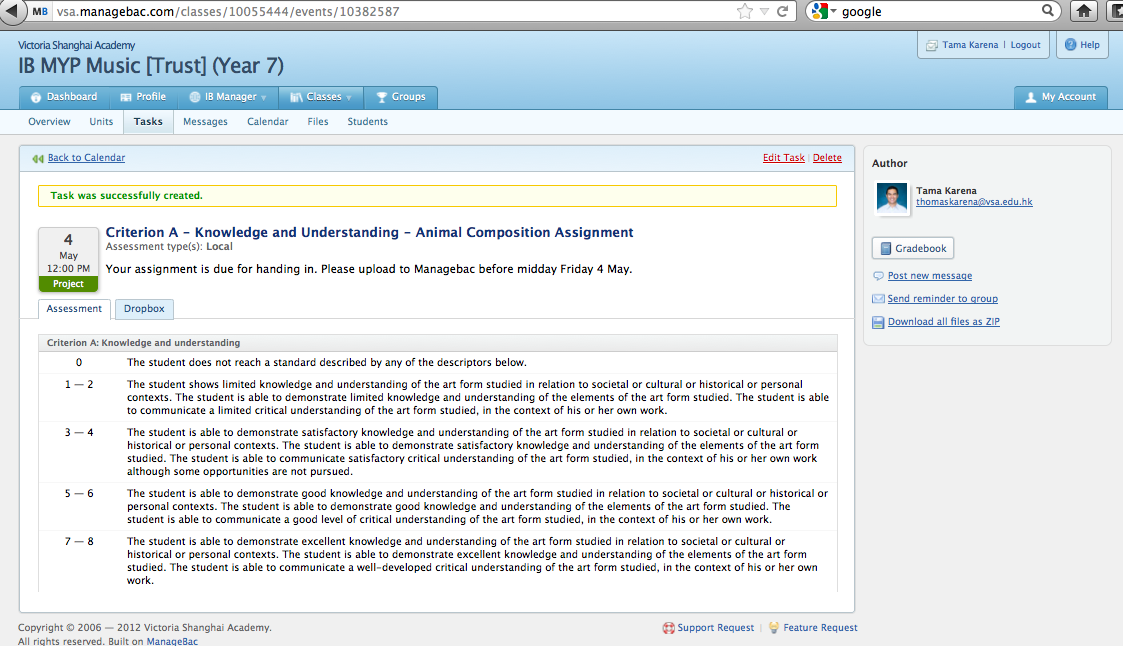


Or you could choose your class just by highlighting your class name.

**Step Five** – Activating the ***‘Dropbox’***

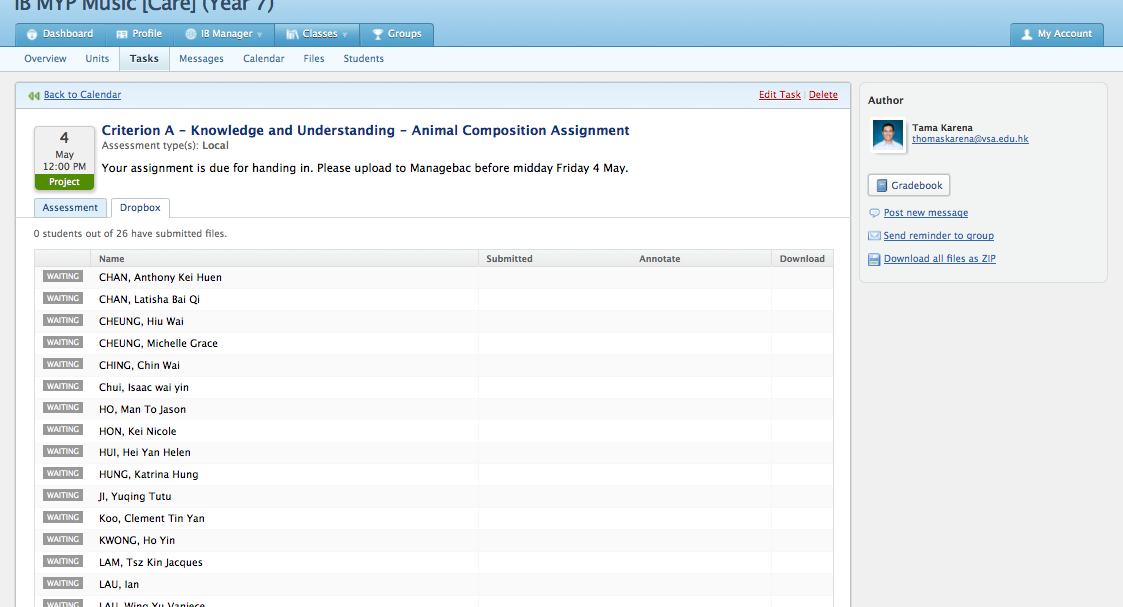
You must click on the ‘drop box’ this stage. The drop box is situated near the calendar number (just to the lower right of the number ‘4’

This will take you to your Yr 7 class.



**Step Six** – Selecting your name and uploading your homework assignment

Highlight your name and it will give you a new screen. Look for “upload” and search for the document in your hard drive



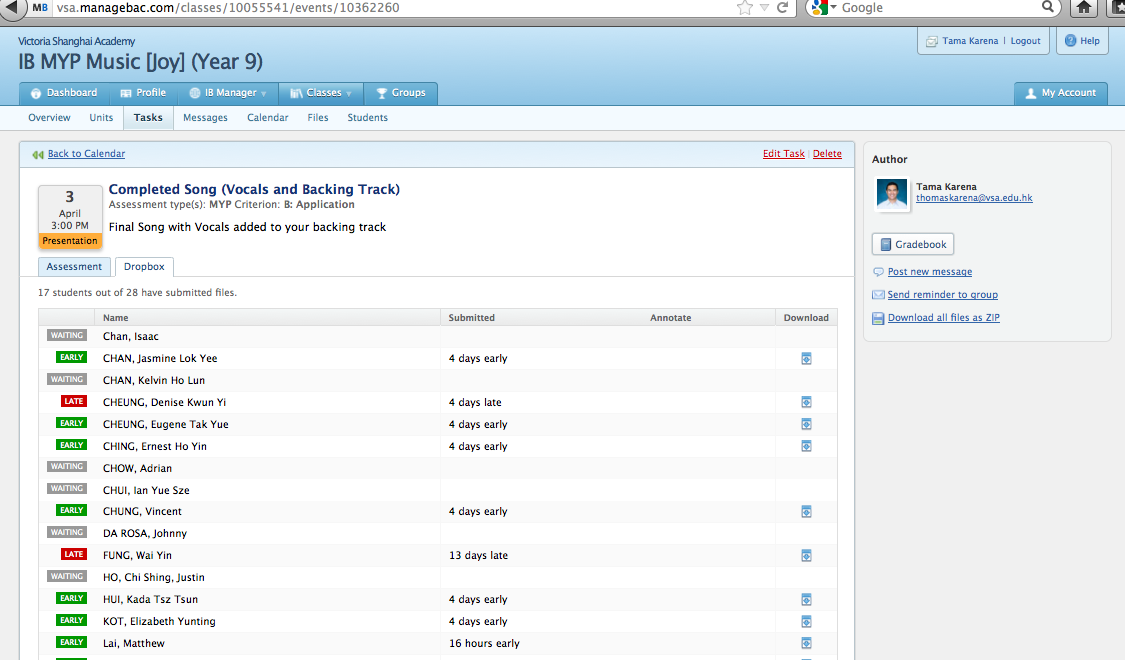
**Step Seven** – If you upload your document *before* the due date and time, Managebac will label your assignment as being **early**

If you *fail* to upload your document *at all*

Managebac will label your assignment as **waiting**

If you upload your document *after* the due date and time, Managebac will label your assignment as being **late**

**Below is an example of what the teacher sees on Managebac**



Thank you for your cooperation in uploading your assignments.